



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Deputy Assistant Director(Executive Level)
Posting Number	PIN #112823
Department	Department of Finance & Administration
Division	Budget and Evaluation Division
Section	Budget
Reporting Location	611 Walker, 11 <sup>th</sup> Floor
Workdays & Hours	Varied, normally M-F *

\*Subject to change

**DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Position will work closely with Assistant Director and the Controller’s Office to supervise and manage the City’s operating budget with primary responsibility for monthly financial and performance reporting. Supervise assigned budget analyst in the coordination, implementation, administration and operation of the Annual Budget process, including the budgeting and forecasting of governmental revenues and expenditures, Five Year Forecast, Monthly Financial Operating Report and special projects. Supervise activities related to the preparation, review and analysis of financial and statistical reports for internal and external users. Work closely with Assistant Director to establish procedures and consistency and accuracy of workflow and products

**WORKING CONDITIONS**

This position is physically comfortable; the individual has some discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s Degree in Business Administration, Public Administration or closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of progressively more complex/responsible administrative experience are required, with at least three of the years in a supervisory capacity. A Master’s degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Good organizational, verbal and written communication skills and be able to work effectively with staff and all levels of management.
- Extensive experience supervising the development of operating budgets and in budgeting and forecasting governmental revenues and expenditures
- Good writing and organizational skills
- Excellent verbal and communication skills.
- Good organizational skills
- Prefer knowledge of municipal budgeting, accounting and reporting procedures and systems.

**SELECTION/SKILLS TEST REQUIRED**      None.

**SAFETY IMPACT POSITION**    ☒ Yes                      ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

<u>Salary Range - Pay Grade 30</u>	
\$1,999 - \$3,410 Biweekly	\$51,974 – \$88,660 Annually

**OPENING DATE**                      August 23, 2006

**CLOSING DATE**                      OPEN UNTIL FILLED

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9471. For application status, please call 713.837.9249. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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